SUBJECT  Proposed Policy Amendment | Administrative VPs Policy (AP14)

SUBMITTED TO  Executive Committee

MEETING DATE  June 19, 2024

SESSION CLASSIFICATION  OPEN

REQUEST  APPROVAL REQUESTED

IT IS HEREBY RESOLVED that the Executive Committee recommends to the Board of Governors approval of the amendment of the Administrative VPs Policy (AP14) in the form set out in Appendix 1 to the briefing, effective July 2, 2024 (the “Effective Date”).

LEAD EXECUTIVE  Hubert Lai, K.C., University Counsel

SUPPORTED BY  Benoit-Antoine Bacon, President and Vice-Chancellor (Responsible Executive)
Adam Charania, Interim Vice-President Human Resources
Lorena Vlad, Legal Counsel (Policy Development Committee Secretary)

PRIOR SUBMISSIONS

The subject matter of this submission was most recently considered by the Executive Committee on March 21, 2024 (OPEN SESSION) Action/Follow up: The Executive Committee discussed the Policy proposal and deferred the discussion to a future meeting.

The following Executive Summary assumes familiarity with the prior submissions and provides a status update from the date of the most recent submission.

EXECUTIVE SUMMARY

The proposed amendments that were published for community consultation included three major elements, as follows:

1. the removal of fixed term lengths and term limits for Administrative Vice-Presidents;
2. addition of provisions requiring ongoing annual performance reviews of each Administrative Vice-President as well as comprehensive institutional reviews of each Administrative Vice-President’s portfolio on a five-year basis; and
3. amendment of the composition of the Advisory Committees by (i) removing Board members, and (ii) adding the Vice-President Human Resources (except when the Vice-President Human Resources position is the subject of the search).

Minor adjustments were made to the proposal as a result of the community feedback. The proposal was discussed by the Board’s Executive Committee in March 2024. The President has considered the feedback from the Executive Committee and is supportive of additional amendments to the proposal, as follows:

1. the fixed length terms of five years will not be removed;
2. the provisions setting out the extension process will therefore also not be removed;
3. in addition, the proposed Performance Review section will no longer be necessary;
4. the composition of the Advisory Committee for the extension process will be adjusted to add the Vice-President Human Resources in place of the one Governor, consistent with the addition of the Vice-President in place of one of the Governors on Advisory Committees for initial appointments;

5. consistent with the changes made to the initial appointment process, the Vice-President Human Resources will support the Advisory Committees throughout the extension process, including the engagement of consultants, providing training on cultural sensitivity and unconscious bias, and other support as appropriate (except where the Vice-President Human Resources is the subject of the extension, in which case it will be such other person as the President may select);

6. the explicit requirement that Governors who serve on the Advisory Committees be recused from the Board of Governors’ consideration of the President’s subsequent recommendation will be removed (and any conflicts of interest that may arise can be dealt with in accordance with the Board’s Code of Conduct); and,

7. the current section 6.3 of the Procedures to the Administrative VPs Policy has been removed to eliminate any assumption by an incumbent that they will receive a salary increase if their appointment is extended.

A clean copy of the proposed Administrative VPs Policy is attached as Appendix 1. A black-lined copy of the proposed Administrative VPs Policy, that highlights the amendments described above against the version of the proposal that was presented to the Executive Committee in March 2024, is attached as Supplemental Materials #1. A black-lined copy of the proposed Administrative VPs Policy, that highlights all changes against the current version of the Administrative VPs Policy is attached as Supplemental Materials #2.

APPENDICES

1. Proposed Amended Administrative VPs Policy (AP14)

SUPPLEMENTAL MATERIALS (optional reading for Governors)

1. Blackline showing proposed amendments against the version presented to the Executive Committee in March 2024
2. Blackline showing proposed amendments against the current version of the Administrative VPs Policy (AP14)
The University of British Columbia
Board of Governors

Policy No.:
AP14

Long Title:
Appointment and Extension of Appointment of Administrative Vice-Presidents

Short Title:
Administrative VPs Policy

Background & Purposes:

The purpose of this Policy is to establish the selection processes for the appointment and extension of appointment of Administrative Vice-Presidents.

1. Definitions and Interpretation Rules

1.1 A schedule to this Policy establishes the definitions of terms used in this Policy and any unique rules of interpretation that apply to this Policy.

2. Scope

2.1 This Policy applies to all appointments and extension of appointments of Administrative Vice-Presidents.

3. Selection of Candidates for Appointments

3.1 For the selection of candidates for Administrative Vice-Presidents, the President shall convene an Advisory Committee as described in the Procedures and will consider the advice of the Advisory Committee in making a recommendation to the Board of Governors.

3.2 The Vice-President, Human Resources shall support the Advisory Committee throughout the selection process, including the engagement of consultants, providing training on cultural sensitivity and unconscious bias, and other support as appropriate.

3.3 The Vice-President, Human Resources shall support the President in making a recommendation to the Board of Governors, by providing guidance on compensation and other terms and conditions of the appointment, including Public Sector Employers’ Council guidelines and approval processes.

3.4 The President’s recommendation will be considered by the Board of Governors, which must approve the appointment and which has the authority to establish the terms and conditions for any such appointment.
4. Stages for Extension of Appointments

4.1 Where the appointment of an Administrative Vice-President is approaching expiration, the President will ascertain whether the incumbent wishes to continue in the position beyond the expiration of the incumbent’s current appointment.

4.2 If the incumbent and the President wish to consider extending the appointment, the President shall convene an Advisory Committee as described in the Procedures and will consider the advice of the Advisory Committee in making a recommendation to the Board of Governors.

4.3 The Vice-President, Human Resources, or, where the Vice-President, Human Resources is the subject of the extension, such other person as the President may select, shall support the Advisory Committee throughout the extension process, including the engagement of consultants, providing training on cultural sensitivity and unconscious bias, and other support as appropriate.

4.4 The President’s recommendation will be considered by the Board of Governors, which has the authority to extend the appointment of an Administrative Vice-President and to establish the terms and conditions for any such extension.

4.5 If the incumbent does not wish to continue in the incumbent’s position beyond the expiration of the incumbent’s current term of appointment or if it is determined at any stage that an extension of the term of the incumbent should not be considered, the procedures for the recommendation and selection of candidates for Administrative Vice-Presidents contained in this Policy will apply.

5. Pro Tem Appointments

5.1 Notwithstanding anything else in this Policy, the President may designate in writing that an individual, including the incumbent, take on the role of Administrative Vice-President in a pro tem capacity where the incumbent’s appointment has ended and a successor has not yet taken office; provided however, that:

5.1.1 any such designation normally will not be for a period of more than 12 months; and

5.1.2 if successive designations are made, the aggregate length of the designations normally will not exceed 24 months.
Schedule to Administrative VPs Policy

Definitions and Other Interpretation Rules

1. Definitions

In the Administrative VPs Policy, the following terms have the meaning defined below, and shall have the same meaning in any Procedures associated with that Policy:

a. “Academic Vice-Presidents” has the same meaning attributed to the term in the Academic Administrators Appointment Policy.

b. “Administrative Vice-Presidents” means all Vice-Presidents other than those who are Designated Senior Academic Administrators as defined in the Academic Administrators Appointment Policy.

c. “Advisory Committee” means an advisory committee to the President as defined in the Procedures associated with this Policy.
PROCEDURES ASSOCIATED WITH THE ADMINISTRATIVE VPS POLICY

Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.

Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Administrative VPs Policy.

1. Advisory Committee for the Appointments

1.1 For the selection of an Administrative Vice-President, the President will convene an Advisory Committee with the following membership:

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2. Advisory Committees for the Extension of Appointments

2.1 The incumbent will provide the Advisory Committee with a report of accomplishments and challenges for review. The Advisory Committee will issue a public call for comments from the University community and consult with a broad range of the incumbent's constituents, including: direct reports, peers, immediate colleagues, relevant members of the University Executive Committee, external organizations with whom the incumbent would normally interact, and the broader community. The mandate of the Advisory Committee will be to advise the President on extension of the incumbent's appointment, taking into consideration: the incumbent’s report; comments received from the University community; and the consultation with the incumbent’s constituents. The Advisory Committee may also advise the President on matters of future priorities for the portfolio.

2.2 The President will convene an Advisory Committee with the following membership:

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3.1 Senate Selections: For a Senate selection, the selection process is to be conducted in accordance with procedures satisfactory to the relevant Senate. Without limiting the generality of the foregoing, the Senate may authorize a committee (such as, for example, the Nominating Committee) to conduct the process or to simply make the selection.

3.2 Student Selections: To be eligible for selection as a student Advisory Committee member, a person must be presently enrolled at the University in a credit course or be designated by resolution of a UBC Senate as a student. For a UBC Vancouver student selection, the Council of the Alma Mater Society of UBC Vancouver shall select a student in accordance with procedures satisfactory to it. For a UBC Okanagan student selection, the Board of Directors of the Student Union of UBC Okanagan shall select a student in accordance with procedures satisfactory to it.

3.3 In making appointments to an Advisory Committee, including replacement appointments under Section 4 of these Procedures, the Chair will endeavour to provide for a diverse and balanced Advisory Committee and to reflect a balance of representation between the Okanagan and Vancouver campuses.

4. Replacement of Advisory Committee Members

4.1 Vacancy or Inability to Participate: If a member of an Advisory Committee becomes unwilling or unable to serve as a member of the Advisory Committee before it has completed its work, the Chair may appoint a replacement member. While the replacement member may be any person whose participation is expected to contribute significantly to the Advisory Committee’s activities, the usual practice is for the replacement member to be from the same stakeholder group as the person being replaced.

4.2 Student Status: If a student member of an Advisory Committee ceases to be a student at the University but remains willing and able to continue to serve as a member of the Advisory Committee, the Chair may permit the person to continue to serve or may appoint a replacement student member. Any such replacement student must meet the same eligibility requirements as the student who is being replaced. For example, if the student being replaced is a student selected from the students registered in a degree or diploma program at a specific campus, the replacement student will be appointed from the students registered in a degree or diploma program at that campus.
4.3 If a replacement member is not appointed, the Advisory Committee may complete its work notwithstanding the vacancy.

5. Procedure for Advisory Committee

5.1 The Chair of the Advisory Committee will be responsible for calling meetings.

5.2 Meetings may be held face-to-face, via telephone conference, video conference or by any means determined by the Chair of the Advisory Committee.

5.3 The quorum required to transact business at meetings will be a majority of the members of the Advisory Committee unless otherwise determined by the Chair.

6. Term and Remuneration

6.1 The form and amount of remuneration of an Administrative Vice-President must be established and documented in writing at or before the effective date of the appointment.

6.2 An Administrative Vice-President may be appointed for a term up to five years. An extension of an appointment of an Administrative Vice-President is for a term up to five years. There is no limit to the number of times an appointment can be extended.
The University of British Columbia  
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4. Performance Reviews

4.1 The President will conduct annual reviews to provide regular feedback to each Administrative Vice-President.

4.2 In addition, where an Administrative Vice-President is approaching five years in the position, the President will undertake a full administrative and leadership review of the portfolio, and will undertake such full review every fifth year thereafter.

4.3 Prior to initiating a 5-year review of an Administrative Vice-President, the President will consult with the Vice-President, Human Resources, or, where the Vice-President, Human Resources is the subject of the review, such other person as the President may select, for guidance on best practices for performance reviews.

4.4 Where a review results in concerns regarding the performance of an Administrative Vice-President, the President will address the concerns as appropriate through performance development processes and in accordance with the terms of the Administrative Vice-President’s employment agreement.

4.5 The President will provide regular updates to the Board of Governors highlighting the outcomes of the 5-year reviews.
5. **Pro Tem Appointments**

5.1 Notwithstanding anything else in this Policy, the President may designate in writing that an individual, including the incumbent, take on the role of **Administrative Vice-President** in a *pro tem* capacity where the incumbent’s appointment has ended and a successor has not yet taken office; provided however, that:

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### 2.3 Selection of Advisory Committee Members

#### 2.3.1 Senate Selections: For a Senate selection, the selection process is to be conducted in accordance with procedures satisfactory to the relevant Senate. Without limiting the generality of the foregoing, the Senate may authorize a committee (such as, for example, the Nominating Committee) to conduct the process or to simply make the selection.

#### 2.3.2 Student Selections: To be eligible for selection as a student Advisory Committee member, a person must be presently enrolled at the University in a credit course or be designated by resolution of a UBC Senate as a student. For a UBC Vancouver student selection, the Council of the Alma Mater Society of UBC Vancouver shall select a student in accordance with procedures satisfactory to it. For a UBC Okanagan student selection, the Board of Directors of the Student Union of UBC Okanagan shall select a student in accordance with procedures satisfactory to it.

#### 2.3.3 In making appointments to an Advisory Committee, including replacement appointments under Section 34 of these Procedures, the Chair will endeavour to provide for a diverse and balanced Advisory Committee and to reflect a balance of representation between the Okanagan and Vancouver campuses.

### 3.4 Replacement of Advisory Committee Members

#### 3.4.1 Vacancy or Inability to Participate: If a member of an Advisory Committee becomes unwilling or unable to serve as a member of the Advisory Committee before it has completed its work, the Chair may appoint a replacement member. While the replacement member may be any person whose participation is expected to contribute significantly to the Advisory Committee’s activities, the usual practice is for the replacement member to be from the same stakeholder group as the person being replaced.

#### 3.4.2 Student Status: If a student member of an Advisory Committee ceases to be a student at the University but remains willing and able to continue to serve as a member of the Advisory Committee, the Chair may permit the person to continue to serve or may appoint a replacement student member. Any such replacement student must meet the same eligibility requirements as the student who is being replaced. For example, if the student being replaced is a student selected from the students registered in a degree or diploma program at a specific campus, the replacement student will be appointed from the students registered in a degree or diploma program at that campus.
3.34.3 If a replacement member is not appointed, the Advisory Committee may complete its work notwithstanding the vacancy.

4.5. Procedure for Advisory Committee

4.15.1 The Chair of the Advisory Committee will be responsible for calling meetings.

4.25.2 Meetings may be held face-to-face, via telephone conference, video conference or by any means determined by the Chair of the Advisory Committee.

4.35.3 The quorum required to transact business at meetings will be a majority of the members of the Advisory Committee unless otherwise determined by the Chair.

5.6. Term and Remuneration

6.1 The form and amount of remuneration of an Administrative Vice-President must be established and documented in writing at or before the effective date of the appointment.

6.2 An Administrative Vice-President may be appointed for a term up to five years. An extension of an appointment of an Administrative Vice-President is for a term up to five years. There is no limit to the number of times an appointment can be extended.
Administrative VPs Policy (AP14)

July 2019 - June 2024 version [anticipated]

Supplemental Materials #2
3.4 The President’s recommendation, which may include recommended terms and conditions of the appointment, will be considered by the Board of Governors, which must approve the appointment and which has the authority to establish the terms and conditions for any such appointment.
4. **Stages for Extension of Appointments**

4.1 Where the appointment of an *Administrative Vice-President* is approaching expiration, the President will ascertain whether the incumbent wishes to continue in the position beyond the expiration of the incumbent’s current appointment.

4.2 If the incumbent and the President wish to consider extending the appointment, the President shall convene an *Advisory Committee* as described in the Procedures and will consider the advice of the *Advisory Committee* in making a recommendation to the Board of Governors.

4.3 The Vice-President, Human Resources, or, where the Vice-President, Human Resources is the subject of the extension, such other person as the President may select, shall support the *Advisory Committee* throughout the extension process, including the engagement of consultants, providing training on cultural sensitivity and unconscious bias, and other support as appropriate.

4.4 The President’s recommendation, which may include recommended terms and conditions of any extension, will be considered by the Board of Governors, which has the authority to extend the appointment of an *Administrative Vice-President* and to establish the terms and conditions for any such extension.

4.5 If the incumbent does not wish to continue in the incumbent’s position beyond the expiration of the incumbent’s current term of appointment or if it is determined at any stage that an extension of the term of the incumbent should not be considered, the procedures for the recommendation and selection of candidates for *Administrative Vice-Presidents* contained in this Policy will apply.

5. **Pro Tem Appointments**

5.1 Notwithstanding anything else in this Policy, the President may designate in writing that an individual, including the incumbent, take on the role of *Administrative Vice-President* in a *pro tem* capacity where the incumbent’s appointment has ended and a successor has not yet taken office; provided however, that:

5.1.1 any such designation normally will not be for a period of more than 12 months; and

5.1.2 if successive designations are made, the aggregate length of the designations normally will not exceed 24 months.
Schedule to Administrative VPs Policy

Definitions and Other Interpretation Rules

1. Definitions

In the Administrative VPs Policy, the following terms have the meaning defined below, and shall have the same meaning in any Procedures associated with that Policy:

a. “Academic Vice-Presidents” has the same meaning attributed to the term in the Academic Administrators Appointment Policy.

b. “Administrative Vice-Presidents” means all Vice-Presidents other than those who are Designated Senior Academic Administrators as defined in the Academic Administrators Appointment Policy.

c. “Advisory Committee” means an advisory committee to the President as defined in the Procedures associated with this Policy.

d. “Designated Senior Academic Administrators” has the same meaning attributed to the term in the Academic Administrators Appointment Policy.
Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.

Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Administrative VPs Policy.

1. Advisory Committee for the Appointments

1.1 For the selection of an Administrative Vice-President, the President will convene an Advisory Committee with the following membership:

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Selected by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>President</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of the Chair *(non-voting and not counted in quorum)</td>
<td>Chair</td>
</tr>
<tr>
<td>Members</td>
<td>21</td>
<td>Person appointed by the Chair from the members of the Board of Governors</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Vice-President, Human Resources, except when the Vice-President, Human Resources position is the subject of the search</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Vice-President other than the incumbent Administrative Vice-President whose position is the subject of the search</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Dean or Principal appointed by the Chair</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member from UBC Vancouver selected by the UBC Vancouver Senate</td>
<td>Senate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member from UBC Okanagan selected by the UBC Okanagan Senate</td>
<td>Senate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Student from UBC Okanagan selected by the Board of Directors of the Student Union of UBC Okanagan</td>
<td>UBCSUO Board of Directors</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Student from UBC Vancouver selected by the Council of the Alma Mater Society of the University of British Columbia</td>
<td>AMS Council</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Persons, at least 2 of whom report directly to the Administrative Vice-President, appointed by the Chair</td>
<td>Chair</td>
</tr>
<tr>
<td>Additional Members</td>
<td>N/A</td>
<td>Such other person(s) as the Chair may choose to appoint</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td>One faculty member selected by the Chair and Members of the Advisory Committee (for clarity, not including the</td>
<td>Chair and Members of</td>
</tr>
</tbody>
</table>
2. Advisory Committees for the Extension of Appointments

2.1 The incumbent will provide the Advisory Committee with a report of accomplishments and challenges for review. The Advisory Committee will issue a public call for comments from the University community and consult with a broad range of the incumbent’s constituents, including: direct reports, peers, immediate colleagues, relevant members of the University Executive Committee, external organizations with whom the incumbent would normally interact, and the broader community. The mandate of the Advisory Committee will be to advise the President on extension of the incumbent’s appointment, taking into consideration: the incumbent’s report; comments received from the University community; and the consultation with the incumbent’s constituents. The Advisory Committee may also advise the President on matters of future priorities for the portfolio.

2.2 The President will convene an Advisory Committee with the following membership:

<table>
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<tr>
<td>Secretary</td>
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<td>A member of the administrative staff of the Chair *(non-voting and not counted in quorum)</td>
<td>Chair</td>
</tr>
<tr>
<td>Members</td>
<td>1</td>
<td>Person appointed by the Chair from the members of the Board of Governors, Vice-President, Human Resources, except when the Vice-President, Human Resources position is the subject of the extension</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Vice-President other than the incumbent Administrative Vice-President whose position is the subject of the searchextension</td>
<td>Chair</td>
</tr>
<tr>
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<td>Dean or Principal appointed by the Chair</td>
<td>Chair</td>
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<td>1</td>
<td>Faculty member from UBC Vancouver selected by the UBC Vancouver Senate</td>
<td>Senate</td>
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<tr>
<td></td>
<td>1</td>
<td>Faculty member from UBC Okanagan selected by the UBC Okanagan Senate</td>
<td>Senate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Student from UBC Okanagan selected by the Board of Directors of the Student Union of UBC Okanagan</td>
<td>UBCSUCO Board of Directors</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Student from UBC Vancouver selected by the Council of the Alma Mater Society of the University of British Columbia, UBC Vancouver</td>
<td>AMS Council</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Persons, at least 1 of whom report directly to the Administrative Vice-President, appointed by the Chair</td>
<td>Chair</td>
</tr>
</tbody>
</table>
### 3. Selection of Advisory Committee Members

#### 3.1 Senate Selections: For a Senate selection, the selection process is to be conducted in accordance with procedures satisfactory to the relevant Senate. Without limiting the generality of the foregoing, the Senate may authorize a committee (such as, for example, the Nominating Committee) to conduct the process or to simply make the selection.

#### 3.2 Student Selections: To be eligible for selection as a student Advisory Committee member, a person must be presently enrolled at the University in a credit course or be designated by resolution of a UBC Senate as a student. For a UBC Vancouver student selection, the Council of the Alma Mater Society of the University of British Columbia UBC Vancouver shall select a student in accordance with procedures satisfactory to it. For a UBC Okanagan student selection, the Board of Directors of the Student Union of UBC Okanagan shall select a student in accordance with procedures satisfactory to it.

#### 3.3 In making appointments to an Advisory Committee, including replacement appointments under Article Section 4 of these Procedures, the Chair will endeavour to provide for a diverse and balanced Advisory Committee and to reflect a balance of representation between the Okanagan and Vancouver campuses.

### 4. Replacement of Advisory Committee Members

#### 4.1 Vacancy or Inability to Participate: If a member of an Advisory Committee becomes unwilling or unable to serve as a member of the Advisory Committee before it has completed its work, the Chair may appoint a replacement member. While the replacement member may be any person whose participation is expected to contribute significantly to the Advisory Committee’s activities, the usual practice is for the replacement member to be from the same stakeholder group as the person being replaced.

#### 4.2 Student Status: If a student member of an Advisory Committee ceases to be a student at the University but remains willing and able to continue to serve as a member of the Advisory Committee, the Chair may permit the person to continue to serve or may appoint a replacement student member. Any such replacement student must meet the same eligibility requirements as the student who is being replaced. For example, if the student being replaced is a student selected from the students registered in a degree or diploma program at
a specific campus, the replacement student will be appointed from the students registered in a degree or diploma program at that campus.

4.3 If a replacement member is not appointed, the Advisory Committee may complete its work notwithstanding the vacancy.

5. Procedure for Advisory Committee

5.1 The Chair of the Advisory Committee will be responsible for calling meetings.

5.2 Meetings may be held face-to-face, via telephone conference, video conference or by any means determined by the Chair of the Advisory Committee.

5.3 The quorum required to transact business at meetings will be a majority of the members of the Advisory Committee unless otherwise determined by the Chair.

6. Term and Remuneration

6.1 The form and amount of remuneration of an Administrative Vice-President must be established and documented in writing at or before the effective date of the appointment.

6.2 An Administrative Vice-President may be appointed for a term up to five years. An extension of an appointment of an Administrative Vice-President is normally for a term of up to five years.

6.3 Normally, an Administrative Vice-President will not serve more than 10 consecutive years. Where compelling reasons exist for a term up to five years. There is no limit to do so, the President may recommend the extension of an appointment beyond 10 years, provided that the President’s recommendation delineates those compelling reasons.

6.4 If the form or amount of remuneration of an Administrative Vice-President is to be changed upon commencement of an extension, such change must be established and documented in writing at or before the effective date of the extension. number of times an appointment can be extended.